

STATE OF CALIFORNIA
Department of Parks and Recreation

CAREER OPPORTUNITY BULLETIN



Date: July 13, 2004

Bulletin #: 524

This Career Opportunity Bulletin may also be viewed on our website at
www.parks.ca.gov

The Mission of the California Department of Parks and Recreation is to provide for the health, inspiration, and education of the people of California by helping to preserve the state's extraordinary biological diversity, protecting its most valued natural and cultural resources, and creating opportunities for high-quality outdoor recreation.

HOW TO APPLY

For each separate position, please forward a standard state application Std Form 678. Indicate the position and location of the job for which you are applying. Send your application to:

Department of Parks and Recreation

P.O. Box 942896

Sacramento, CA 94296

Attention: Personnel Services Division/Certification Unit

All applications must be postmarked by the final filing date

FINAL FILING DATE FOR JOBS POSTED IN THIS BULLETIN: July 23, 2004

California Relay Service **TDD 1-800-735-2929**

An affirmative action employer - equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

Career Opportunity Bulletin #524:

- ❖ **MANAGEMENT SERVICES TECHNICIAN/CAPTIAL DISTRICT/GOLD FIELDS ADMINISTRATIVE CENTER**
- ❖ **PARK MAINTENANCE WORKER I – NORTH BAY DISTRICT/MARIN SECTOR**
- ❖ **PARK MAINTENANCE WORKER I – NORTH BAY DISTRICT/MARIN SECTOR**
- ❖ **PARK MAINTENANCE WORKER I – NORTH BAY/RUSSIAN RIVER SECTOR/ SONOMA COAST STATE BEACH**
- ❖ **STATE PARK EQUIPMENT OPERATOR – NORTH COAST REDWOODS DISTRICT**
- ❖ **STATE PARK RANGER – DIABLO VISTA DISTRICT/SILVERADO SECTOR/ BOTHE- NAPA VALLEY STATE PARK**
- ❖ **STATE PARK RANGER – NORTH COAST REDWOODS DISTRICT/EEL RIVER SECTOR**
- ❖ **STATE PARK RANGER – SAN DIEGO COAST DISTRICT/NORTH SECTOR**

WHO MAY APPLY

This Career Opportunity Bulletin is for **State employees and/or candidates with current civil service list eligibility**. Anyone eligible for a transfer, change in class, list appointment, training and development assignment, or reinstatement may be considered according to guidelines outlined in DAM 210.311-314

Only the most qualified candidates will be selected for an interview and all appointments are subject to SROA provisions.

(For those classes in Units 10,14,15, and 21, this bulletin does not constitute the transfer process contained in the agreements with the State.)

UNIT 7 (CAUSE): Positions for voluntary geographic transfers will be filled in accordance With Article 16, Section 16.9 of the Unit 7 collective bargaining agreement.

Unit 12 (International Union of Operating Engineers – IUOE)
Positions for voluntary geographic transfers will be filled in accordance with Article 17, Sections 17.1-17.7 of the Unit 12 collective bargaining agreement.

Unit 13 (International Union of Operating Engineers – IUOE)
Positions for voluntary geographic transfers will be filled in accordance with Article 14.1 of the Unit 13 collective bargaining agreement.

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.

MANAGEMENT SERVICES TECHNICIAN (\$2331-\$3201) - CAPITAL DISTRICT/GOLD FIELDS ADMINISTRATIVE CENTER

The reporting location for this position is the Capital/Gold Fields Administrative Center. This position works under the direction of the Administrative Officer I. The incumbent will be responsible for the reconciliation of accounting and personnel expenditures, maintaining sector allocations, and assisting with the Districts annual budget. **State housing is not available.** For further information, please contact Don Fuller at (916) 327-8869 or Joan Evers at (916) 445-0062 or jever@parks.ca.gov.

PARK MAINTENANCE WORKER I (\$2737-\$3268) – NORTH BAY DISTRICT/MARIN SECTOR

The reporting location for this position is China Camp State Park. This position works under the direction of the Maintenance Supervisor. China Camp is located right on the San Francisco Bay, and offers beaches, historic facilities, multiple types of camping, magnificent vistas, and a major rolling trail network. The incumbent will perform equipment maintenance, facility maintenance, resource projects, trail maintenance, purchasing and may direct the housekeeping function for this unit. Experience with the facilities Maximo data program is desired. Ability to operate a variety of maintenance equipment and perform heavy manual labor to maintain the steep and remote trail system is required. **State housing may be available.** For further information, please contact Dennis McSweeney at (415) 388-2719 or dmcs@parks.ca.gov.

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.

PARK MAINTENANCE WORKER I (\$2737-\$3268) – NORTH BAY DISTRICT/MARIN SECTOR

The reporting location for this position is Mt. Tamalpais State Park. This position works under the direction of the Maintenance Supervisor. Mt. Tamalpais State Park is located near the San Francisco Bay, and offers ocean beaches, historic facilities, multiple types of camping, magnificent vistas, and a 65-mile trail network. The incumbent will perform equipment maintenance, facility maintenance, resource projects, trail maintenance, purchasing and may direct the housekeeping function for this unit. Experience with the facilities Maximo data program is desired. Ability to operate a variety of large equipment and the physical fitness to perform manual labor to maintain the steep and remote trail system is required. A Class A California Drivers License is required. This position will be entered into the Commercial Driver License pull notice program and is subject to random drug and alcohol testing. **State housing may be available.** For further information, please contact Dennis McSweeney at (415) 388-2719 or dmcs@parks.ca.gov.

PARK MAINTENANCE WORKER I (\$2737-\$3268) – NORTH BAY/RUSSIAN RIVER SECTOR/ SONOMA COAST STATE BEACH

The reporting location for this position is the Sonoma Coast State Beach maintenance shop in rural and scenic Bodega Bay, but may be required to work within the District at various times. This position works under the direction of the Park Maintenance Supervisor. The incumbent will lead a Park Maintenance Assistant, Park Maintenance Aides and volunteers. This position performs all aspects of facility maintenance at Sonoma Coast State Park campgrounds, environmental camps, trails and all pocket beaches. The incumbent will be responsible for completing MAXIMO data entry, and may be required to work within the Sector at the Fort Ross water treatment plant. Other duties include housekeeping, resource management, equipment operation and equipment maintenance. A Class A California Drivers License, D-1 water distribution, and a Class I/II water treatment license are required. This position will be entered into the Commercial Driver License pull notice program and is subject to random drug and alcohol testing. **A State trailer pad may be available.** For further information, please contact John McKinney at (707) 865-3136.

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.

STATE PARK EQUIPMENT OPERATOR (\$3650-\$4002) – NORTH COAST REDWOODS DISTRICT

The reporting location for this position is the Roads, Trails and Resource Office at Humbolt Redwoods State Park, located in Weott. This position may be assigned to work at other locations within the district. This position works under the direction of the Park Maintenance Chief. The incumbent will work throughout the District performing the full range of duties in the transporting and operation of all types of heavy equipment. A Class A California Driver's License is required and this position is subject to the Commercial Driver's License Alcohol and Drug Testing Program. This position performs road maintenance on the District's 400 plus miles of roads and annually installs and removes two bailey bridges and one dam on the Eel River. This position transports and operates a variety of heavy equipment including, but not limited to loaders, backhoes, graders, excavators, tractors, patch trucks, water trucks, vibratory rollers and dump trucks in the maintenance and construction of roads, trails and facilities within the 21 State Park units. In addition, this position also performs watershed restoration work on steep and rugged land located throughout the District. A minimum of 1,000 hours of previous watershed restoration work experience on a 50,000 pound or larger excavator, of which 500 hours must be on slopes greater than 40% is preferred. Watershed restoration work includes the full and partial re-contouring of road prisms and stream crossing excavations and removal. Successful completion of the wild land fire training is preferred. **State housing is not available.** For further information, please contact Don Beers at (707) 445-6547 ext. 18.

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.

The following vacancies are offered as advertisement to candidates who are current or eligible for reinstatement as a PC 830.2, California State Peace Officer.

STATE PARK RANGER (\$2890-\$4135) – DIABLO VISTA DISTRICT/SILVERADO SECTOR/ BOTHE- NAPA VALLEY STATE PARK

The reporting location for this position is Bothe-Napa Valley State Park. However, this position will also provide assistance and coverage for the Bale Grist Mill State Historic Park and Robert Louis Stevenson State Park. This position works under the direction of the Supervising State Park Ranger. Duties include campground operations, patrol, administration, resource management and interpretation. **State housing is not available.** For further information, please contact Eileen Bielecki at (707) 942-5707 or bielecki@napanet.net.

STATE PARK RANGER (\$2890-\$4135) – NORTH COAST REDWOODS DISTRICT/EEL RIVER SECTOR

The reporting location for this position is the park headquarters office at Shadowbrook. This position works under the direction of the Supervising State Park Ranger of the Eel River Sector. The incumbent will be primarily responsible for all visitor service duties at Sinkyone Wilderness State Park, although operational needs may require the incumbent to assist in duties at other units in the Eel River Sector for special events. Primary duties include an active camp host program, and management of some of the best primitive campgrounds in the state. Sinkyone Wilderness State Park is rugged and remote, but remains a popular backpacking destination. The incumbent will serve as a liaison between State Parks and a multitude of organizations and agencies, and assist with the development of the general plan. **State housing may be available.** For further information, please contact John O'Rourke at (707) 946-1814 or jdor@humboltredwoods.org.

STATE PARK RANGER (\$2890-\$4135) – SAN DIEGO COAST DISTRICT/NORTH SECTOR

The reporting location for this position is the North Sector Office, located in Carlsbad. This position works under the direction of the Supervising State Park Ranger. This position serves as a team member working at the popular Carlsbad State Beach, South Carlsbad State Beach, and San Elijo State Beach. These beaches consist of very popular year round destinations and active campgrounds. Night and weekend shifts are expected. Primary duties include law enforcement, campground operation, interpretation, public education and resource management. **State housing is not available.** For further information, please contact Denny Stoufer at (760) 720-6375.

The City Of Saratoga has the following vacancies:

2 POSITIONS AVAILABLE

PARK MAINTENANCE SUPERVISOR (\$4922-\$6299) negotiating 04/05 range

Plan, organize, manage and coordinate the maintenance and operations of all City-owned parks, landscaped areas, medians, and related public works infrastructure.

FACILITY MAINTENANCE SUPERVISOR (\$5020-\$6525)

Plan, organize, manage and coordinate the maintenance and repair of municipal building.

Both positions are division head classifications reporting to the Public Works Director and Recreation Director respectively.

Duties may include, but are not limited to, the following:

- Plan, organize and direct the operations performed by the Division.
- Implement programs and projects, including scheduling of work and ordering of materials and equipment.
- Assign, schedule, monitor and inspect work activities and services provided by the Division. May directly perform maintenance work if necessary or under emergency circumstances.
- Develop, coordinate, and manage contracts for maintenance activity and services.
- Manage the maintenance of Division records.
- Inspect infrastructure to evaluate condition and determine need for repair and/or replacement.
- Review, develop and administer an operational safety program for assigned personnel.
- Prepare and review reports related to the Division's work activities, personnel, and material needs.
- Investigate and resolve complaints and reported problems.
- Makes effective recommendations regarding hiring, promotion, and discipline of staff.
- Supervise, train and evaluate staff.

City of Saratoga

ADMINISTRATIVE SERVICES DIRECTOR (\$8657-\$11,081)

The Administrative Services Director is responsible for financial management, budget development and treasury functions as well as directing Accounting, Telecommunications and Information Technology Divisions.

This is a department head class reporting to and providing advanced counsel to the City Manager.

Examples of Duties:

- Direct, monitor, and authorize the receipt, expenditure, and accounting of all funds.
- Manage the treasury, including cashiering functions, cash flow forecasts, portfolio investments, debt financing, and banking services agreements.
- Manage the property, liability and other risk management programs.
- Actively manage the contracts between the City and outside agencies/vendors.
- Prepare and present the Comprehensive Annual Financial Report (CAFR) and external and internal management reports.
- Assist City Manager in the development of operating and capital budget requests and in the presentation of it to the City Manager and City Council.
- Assist City Manager by monitoring and evaluating the efficiency and effectiveness of organizational structure, staffing patterns, service levels, and administrative systems.
- Partner with management team in development and presentation of long-range strategic and financial plans for the city.
- Direct the preparation of technical reports and documents related to fiscal and operational activities and plans.
- Direct the management information and telecommunications systems.
- Develop, recommend, implement, monitor departmental performance standards.
- Supervise Finance and Information Technology staff.
- Work with Department Heads and Inter-City staff on projects.
- Primary staff liaison to Finance Commission.

Filing Date:

Open until a sufficient number of applications are received.

Send or email resume along with a cover letter to:

Donna DeGrande
PRIMARY Worldwide
485 Alberto Way, Suite 200
Los Gatos, CA 95032-5404
Phone: (408) 357-8260
Fax: (480) 357-8467
jobs@primaryworldwide.com

******* EXAMINATIONS *******

The Department of Parks and Recreation has scheduled the following examinations.
Standard State applications (STD. 678) may be sent to:

Department of Parks and Recreation
Personnel Office
ATTENTION: EXAM UNIT
P.O. Box 942896
Sacramento, CA 94296-0001

<u>CLASS</u>	<u>FINAL FILING DATE</u>	<u>EXAM BASE</u>
Associate Governmental Program Analyst	July 23, 2004	Promotional Statewide
Communications Operator	Continuous File	Open Non-promotional
State Park Lifeguard (Cadet)	Continuous File	Open
State Park Ranger (Cadet)	Continuous File	Open